

**FREQUENTLY ASKED QUESTIONS  
FROM SCHOOL CORPORATIONS REGARDING BEGINNING  
EDUCATORS**

Beginning Teacher Internship Program (BTIP)  
Indiana Mentoring and Assessment Program (IMAP)

Question and Answer		
1	<b>Q</b>	<b>Which program does the beginning educator need to complete?</b>
	<b>A</b>	Rules 46-47 is the one-year Beginning Teacher Internship Program (BTIP) Rules 2002 is the two-year Indiana Mentoring and Assessment Program (IMAP)
2	<b>Q</b>	<b>Is the enrollment form the same for Teachers, Administrators, and School Counselors, School Social Workers, Nurses?</b>
	<b>A</b>	Yes.
3	<b>Q</b>	<b>When do I need to enroll the beginning educator in the mentoring program?</b>
	<b>A</b>	Enrollment forms need to be sent to the Division of Professional Standards Assessment Division by October 1 each year. If a new teacher is hired after the beginning of the school year, s/he must be enrolled within 10 days after beginning employment.
4	<b>Q</b>	<b>Can I fax the beginning teacher enrollment Form?</b>
	<b>A</b>	NO. Please send all of your enrollment forms from your Corporation in one packet. First compile a list of beginning educators and their mentors, then attach all the individual enrollment forms. Please mail the entire packet to: IMAP Enrollment, Room 229, State House, Indianapolis, Indiana, 46204-2798.
5	<b>Q</b>	<b>Can a beginning teacher have a mentor that is not licensed in the same subject or teaching in the same building?</b>

	A	Yes to both; however, the best situation is for the mentor to be in the same building teaching in the same subject area and at the same grade level as the beginning teacher. <i><b>NOTE:</b> By contrast, Administrators are <b>REQUIRED</b> to have a mentor <b>OUTSIDE</b> of his or her school district.</i>
6	Q	<b>I have a beginning teacher that needs a mentor, but the only person I can use has less than 5 years of teaching experience and is not certified.</b>
	A	Under these circumstances, the school must submit an email or letter to Debby Williams, DPS Assistant Director of Assessment ( <a href="mailto:dwilliam@doe.state.in.us">dwilliam@doe.state.in.us</a> ) for approval.
7	Q	<b>I have a beginning educator that completed the first year of the Indiana Mentoring and Assessment Program (IMAP) at another school. What do I do?</b>
	A	Enroll the educator, using the beginning teacher enrollment form, so s/he may complete his or her second year of the program.
8	Q	<b>I have a beginning educator that has a Rules 46-47 Standard License and is teaching with an emergency permit. Can s/he be enrolled in the internship program (BTIP)?</b>
	A	Yes. Enroll the educator under the Standard Rules 46-47 License for the mentoring year only. There is no second-year, portfolio requirement.
9	Q	<b>I have a beginning educator that has a Rules 2002 Initial Practitioner license and is teaching with an emergency permit. Can s/he be enrolled in the Indiana Mentoring and Assessment Program (IMAP)?</b>
	A	Yes. Enroll the educator under the Rules 2002 Initial Practitioner License for the first-year mentoring. The educator may be enrolled the second year to complete the portfolio requirement if they are teaching in the area of their Initial Practitioner's license, not on an Emergency Permit.
10	Q	<b>The school corporation has more beginning teachers than</b>

		<b>certified mentors. What do we do?</b>
	<b>A</b>	Assign the certified mentors to the beginning teachers who are required to do the Indiana Mentoring and Assessment Program (IMAP). If you do not have any certified mentors, you may assign a mentor who has at least 5 years of teaching experience. They should also teach the same subject and be at the same grade level when possible.
<b>11</b>	<b>Q</b>	<b>I need to make sure the beginning teachers, for whom enrollment forms were submitted, are in the program. What should I do?</b>
	<b>A</b>	A preliminary report will be sent out in January each year to all school corporations. This report will include the name of the beginning teacher and the mentor assigned to the beginning teacher. At this time, and you will need to make any corrections, add names if necessary, and submit any enrollment forms that we did not receive initially.
<b>12</b>	<b>Q</b>	<b>What happens if an educator has BOTH a Rules 46-47 license and a Rules 2002 license, but has NOT completed the internship under Rules 46-47?</b>
	<b>A</b>	The appropriate program (BTIP or IMAP) should be completed in the educator's primary teaching assignment. For example, if the teacher's primary assignment is covered by the Rules 46-47 license, then s/he should complete the one-year, beginning teacher internship program (BTIP).